

AMERICAN EMBASSY KAMPALA
COMMUNITY GRANTS FOR HIV/AIDS
FY 2005 PROGRAM GUIDELINES AND APPLICATION FORM

GUIDELINES

Community Grants for HIV/AIDS are designed to assist communities and families with small-scale development projects that provide care or economic support to People Living with HIV/AIDS (PLHIV) and/or children affected by AIDS at the grass-root community level. All projects funded by these grants must contribute directly to the achievement of the President's Emergency Plan for AIDS Relief goal of providing care and support to 10,000,000 persons worldwide, including Orphans and Vulnerable Children (OVC). All applications must list estimated target beneficiaries, so please pay particular attention to Application Question 12.

Strong Community Involvement and Commitment NOW is a Prerequisite for Consideration.

Community Grants for HIV/AIDS support community groups in such efforts as: implementing income generation or agricultural projects; assisting local health clinics; providing infrastructure for vocational training providing services to families caring for orphans. Examples of current funding under this program include: \$4800 for a ground-nut farming income generation project in eastern Uganda to benefit a group of HIV-positive and orphaned people in a "post-test" club; an HIV/AIDS testing program in southwestern Uganda which includes funds for tests, counseling services, and follow-up; and \$5800 for building renovations, pit latrines, and provision of clean water at an orphanage in Northern Uganda.

The amount of money available to fund these projects is small. Therefore, grants will range from 9 million to 40 million Uganda Shillings (\$5,000-\$25,000), and if a group applies for more than 40 million Uganda Shillings (\$25,000), the proposal will not be considered for funding. In addition, because competition is stiff for these funds, only well-planned proposals from well-organized groups will receive aid.

There are no application deadlines and proposals are reviewed, and money granted, on a rolling basis. It is therefore imperative that proposals be submitted at the earliest date possible. However, any proposals received on or after September 15, 2005, will not be considered for funding under this year's program.

Criteria

1. Activities funded by Community Grants for HIV/AIDS should involve a **significant contribution** of materials, management and labor by the local community. The US contribution is to serve primarily as a catalyst.
2. Projects must be within the means and skills of the community to operate and should be completed within six months of the authorization of the grant.
3. Activities should be **self-sustaining**. This program provides one-time grants. In order to be eligible for funds, a proposal must demonstrate that the group applying for funds will be able to

sustain the project activities without further assistance after completion of the Community Grants for HIV/AIDS-funded project.

4. Grants will be given to groups or communities with proven records of accomplishment of project objectives. Serious consideration will be given to groups who have submitted applications with realistic, specific, and well thought-out budgets and thoroughly planned proposals.

5. Projects should address an immediate need and have a demonstrable impact on the quality of life of PHA and OVC in the community.

6. Community Grants for HIV/AIDS are not intended to fund private profit-making activities. Although the US Government's other aid activities vigorously support and encourage private enterprises and cooperative businesses, it is not the purpose of this particular fund to give grants to entrepreneurs.

7. Funds distributed under Community Grants for HIV/AIDS **cannot provide money for salaries, religious instruction or general operating expenses.**

8. Projects will be evaluated on the following criteria:

(a) How will PHA and/or OVC benefit?

(b) Does the community need this project?

(c) What kind of relationship exists between the leadership and the grass-roots community people? Who will be asked to do the work in this project?

(d) How well will this group work together to **finish** the project?

(e) What sorts of evidence can the project leaders show us to indicate that the group in question will completely finish the project in the agreed time and that all funds and materials will be accounted for?

APPLICATION FOR COMMUNITY GRANTS FOR HIV/AIDS FUNDS

Please read carefully the Community Grants for HIV/AIDS Guidelines above before filling out this form.

Answer all questions completely.

Use a separate sheet of paper if necessary.

Send the application to: Small Grants Coordinator, American Embassy, P.O. Box 7007, Kampala. If you have e-mail access, you may also send the application by e-mail to kampalapepfar@state.gov

For access to an electronic version of this form (and other Embassy Small Grants forms), please see http://kampala.usembassy.gov/grants_programs.html

1. Name and brief description of project:

2. Location of project: District, sub-county, village name, and distance from the nearest large town.

3. Name, on-site address, and telephone number (if any) of organization applying for funds:

4. Full name, title, address, and telephone number of the full-time resident, on-site project coordinator(s). Please provide his/her/their qualifications:

5. Full name, title, address and telephone number of individual requesting funds on behalf of the organization:

6. If the organization is not based in Kampala, please give full name, address and telephone number of an individual in Kampala who can receive and relay messages to the organization. A contact person who can be reached by telephone must be listed for each group to facilitate communication.

7. Please answer concisely the following questions about your organization in the space below:

(a) When was it founded?

(b) What are its goals and objectives?

(c) How many people are members of your organization?

(d) What kind of activities has the organization sponsored in the past?

(e) How has money been raised for past activities?

(f) What is the organization's yearly budget?

(g) Has the organization received assistance in the past from the Uganda Government or any foreign donor agencies? Is the organization currently receiving any such assistance?

(h) Is there a connection to a religious organization, and if so which religious organization?

8. Please provide a description of the project proposed for Community Grants for HIV/AIDS funding. Describe why the project is necessary or desirable and generally what benefits it will bring to the community. If possible, attach a letter of support from a Local Council official confirming that the project fits into community care and support needs. More specific details about beneficiaries should be addressed in Question 12, below. In addition, please describe what steps, if any, have been taken so far on the project, and include a project implementation timetable and an explanation of how the project will be sustainable in the future in terms of human resource capabilities, future financing of the project, etc.

9. Please provide a detailed budget either in US Dollars or Ugandan Shillings.

(a) List all materials and expenses that will be needed to complete the project, and, if possible, attach pro-forma invoices. Be specific in providing these details. For example, list how many bags of cement or kilos of nails are needed and how much each unit will cost.

(b) Provide a detailed list indicating which materials or expenses would be provided by the organization/community and which ones the Community Grants for HIV/AIDS program would provide. This can be done either in the space below or on a separate page.

(c) You may wish to provide a recent bank statement for the applying organization to give a picture of the group's current financial status.

NOTE:

While grant amounts are in US dollars, payments are made in Uganda Shillings. The organizations given Community Grants for HIV/AIDS funds are responsible for locating reliable suppliers and obtaining pro-forma invoices.

10. Please summarize the budget here (in US Dollars and Uganda Shillings)

Total Organization/Local Community's Contribution: _____

Total Community Grants for HIV/AIDS Contribution: _____

Other financing sources (specify source/amount per donor): _____

Grand Total: _____

11. If the project will provide a financial return, describe what return is expected, who will receive the money, how will the account books be checked by the organization, and what the money will be used for.

12. Project Beneficiaries: To receive funding under the Community Grants for HIV/AIDS program, a project must provide care and support to People Living with HIV/AIDS (PHA) and/or Orphans and Vulnerable Children (OVC). Please demonstrate the way in which your project will achieve this by providing the following detailed information:

Estimated number of direct beneficiaries:

A: # of PHA receiving care and support:

B. # Of Male OVC (under 18) receiving care and support:

C. # Of Female OVC (under 18) receiving care and support:

In calculating direct beneficiaries, please make sure that you only count each person once, i.e. do not include the same person in multiple categories such as A and B or A and C.

Estimated income generated for beneficiaries (if any):

If the project will generate income for beneficiaries, please estimate the total amount of extra income generated for beneficiaries during the first year of the project, as follows:

A: For PHA beneficiaries:

B. For Male OVC (under 18):

C. For Female OVC (under 18):

Number of Indirect Beneficiaries for the Project:

NOTE: These should be persons not directly receiving care or support, but other family or community members who will obtain some sort of benefit from the project. Please explain how the persons will indirectly benefit.

13. Project Location/Direction. Please attach a map to this application. The map should have the project site located in the nearest appropriate trading center. If you are submitting the application via e-mail and cannot attach a map, please send the map to us by post.

Please give the mileage and detailed directions from the nearest tarmac road to the appropriate trading center and then on to the project site. A stranger to the area should be able to find the project site easily by asking at the trading center after leaving the main tarmac road. Please start the map from the nearest large town such as Jinja, Masaka, Soroti.

14. Certification.

I/We understand that any US contribution is a one-time grant, that the American Embassy and Uganda Government representatives will have the right to inspect the progress of the project at any time, and that receipts and records are to be kept and made available for up to three years after completion of the project.

Signature(s) of individual(s) requesting Community Grants for HIV/AIDS funds:

Printed name(s) and title(s) of individual(s) requesting Community Grants for HIV/AIDS funds:

Name and title of requester _____

Name and title of requester _____

Name and title of requester _____

Date of request _____